

SOUTH MOUNTAIN COMMUNITY COLLEGE

VETERAN STUDENT ENROLLMENT PROCESS

Service Name	Location of Service	Why?	Contact Info
VONAPP	www.ebenefits.va.gov	This step lets the VA know that you wish to begin receiving your educational benefits.	Muskogee OK VA Benefit Office
Admissions, Registration and Records	Student Enrollment Services	This step gets you enrolled in school so that you can sign up for classes.	Admissions 602-243-8123
Financial Aid	Student Enrollment Services	There are many scholarships, grants and loans that a student can receive. See what you qualify for.	Financial Aid 602-243-8300
Assessment	Technology Center (TC Building)	Here you will take exams to identify skill levels in English, Reading, and Mathematics. Scores are used to determine course placement.	Assessment/ Testing 602-243-8188
Advisement	Student Enrollment Services	This is the person who will help you ensure that you reach your desired degree and help you enroll in the right classes for you.	Analia Lucas 602-243-8330 Deborah Spadafore 602-243-8157
VETERANS SERVICES	Student Enrollment Services	EVERY SEMESTER stop by and fill out a Request for Benefits Form. To start the process we will need a Degree Checksheet from a veteran advisor, your transcripts submitted to the Records Office, your DD-214 and Certificate of Eligibility. If you don't apply for financial aid or were denied, we can set up a deferment to hold your classes.	Veterans Services 602-872-7730
Business Services	Student Enrollment Services	This is where you can pay for your tuition and fees (if needed).	Business Services 602-305-5634
Bookstore	Student Services, Next to Café	You may rent or purchase your books on campus or online at eFollett.com .	Bookstore 602-243-8152
Disability Services	Student Service Building Room 129	Should you require assistance, DRS coordinates the provision of reasonable accommodations on a case by case basis to assist you in your studies.	Catherine Pettet 602-243-8027

The following is the Documentation that you must provide to the Veterans Services and the frequency in which it is required to ensure your benefits are properly applied for with the VA.

- Request for Benefits
 - Must be filled out EVERY SEMESTER in which you choose to use your VA Benefits for School.
- Transcripts for all previous schools in which you have attended
 - Must be received the first semester you attend South Mountain Community College.
- DD-214
 - Must be received before we start the process of your initial enrollment with the VA.
- Certificate of Eligibility
 - Must be presented to the Veteran Services Office as soon as you receive it in the mail.
- Degree Check Sheet
 - Must be received EVERY SEMESTER in which you choose to use your VA Benefits for School.

If you read and agree with the above required documents then please sign and date on the line below. Understand that failing to provide South Mountain Community College with the above required documents may result in issues with your VA Benefit enrollment. By signing the following this releases South Mountain Community College from liability if your benefits are not fully applied for due to the lack of one or all of the documentation listed above. This document will be kept in students file for 5 years from the students last semester of attendance at South Mountain Community College.

Student Signature

Date of Signature

Printed Name of Signature

